

**Submitted:** 11/5/2012  
**Jurisdiction:** Maryland  
**Agency:** Department of Agriculture  
**Division/Unit:** Pesticide Regulation

**Maryland State Archives**  
Edward C Papenfuse State Archives Building  
350 Rowe Boulevard  
Annapolis, MD 21401

**Certificate ID:** 441  
**MSA ID:** SE55-2595  
**Page:** 1 of 1

## Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Re-certification sign in sheets/agendas	2497	4	07/01/03 - 06/30/04	1 cu ft.	11/05/2012	shred
2	Fiscal documents (deposits, refunds)	2497	10	07/01/02 - 06/30/03	1 cu ft.	11/05/2012	shred
3	Budgets and Grants	2497	10	07/01/01 - 06/30/03	1 cu ft.	11/05/2012	shred
4	MFOMS (Maryland Fleet Operations and Mgmt. System)	2497	10	07/01/01 - 06/30/06	1 cu ft.	11/05/2012	shred

### Destruction Certification

Jessica Koontz

**Signature**

Office Secretary III (Lead Secretary)

**Title**

11/5/2012

**Date**